

POSITION DESCRIPTION
STAFF ATTORNEY

FLSA Status: Exempt, Full-time, Regular
Department: Global Programs
Location: Silver Spring, MD
Position Reports to: Managing Attorney

Position Summary:

HIAS seeks a Staff Attorney to provide direct legal representation to applicants for immigration benefits, primarily asylum and Special Immigrant Juvenile (SIJ), before the family courts, U.S. Citizenship and Immigration Services (USCIS), Immigration Court (EOIR), and Board of Immigration Appeals (BIA).

Essential Functions:

- Represents immigrants in HIAS' legal programs, including the HIAS/Vivian S. Prins Program for Scientists, Artists and Professionals, the Central American refugee program and HIAS traditional asylum cases.
- Develops cases and represent such clients before the Maryland family courts, Asylum Office, Immigration Court and Board of Immigration Appeals, and U.S. Court of Appeals; including motions, appeals, petitions for review, rebuttals, closing arguments.
- Conducts intake of new cases and identify appropriate cases for HIAS' staff and *pro bono* attorneys.
- Prepares the applications of and represents such clients at the Asylum Office, Immigration Court and Board of Immigration Appeals, and U.S. Court of Appeals; including motions, appeals, petitions for review, rebuttals, closing arguments; such activities will be under the direct supervision and guidance of the Managing Attorney.
- Collaborates with and mentors *pro bono* attorneys and attorneys/representatives working for HIAS sub-contracting agencies and other HIAS-related representation cases.
- Supervises law student interns and fellows in the practice of direct representation of asylum cases; guide case work conducted by the Paralegal.
- Prepares or reviews the preparation of ancillary applications and/or petitions where appropriate.
- Responds to inquiries about immigration law and procedures from individuals, organizations and cooperating agencies.
- Attends conferences and lectures and otherwise stay informed of current developments in immigration law and procedures.
- Maintains records in compliance with reporting requirements of any and all grants or agreements.
- Delivers speaking engagements to community stakeholders on various topics in immigration.

Qualifications and Requirements:

- Juris doctor and state bar admission.



Welcome the stranger.
Protect the refugee.

- A minimum of two years of experience with immigration law and practice; family law experience preferred.
- Fluency in Spanish required.
- Excellent analytical writing skills; verbal skills and public speaking experience.
- Ability to work with clients of a range of backgrounds with sensitivity to culture, trauma history, age and other vulnerabilities.
- Ability to work under pressure to meet deadlines; self-directed and ability to work autonomously.
- Valid U.S. driver's license required.

About Us:

HIAS is a global Jewish nonprofit organization working in 14 countries across five continents to ensure that refugees and displaced persons are protected. Throughout the United States, we help refugees reunite with families, resettle and become self-sufficient. Guided by our values and history, we help refugees rebuild their lives in safety and security and advocate to ensure that all displaced people are treated with dignity.

Application Instructions:

Please submit your resume and cover letter to our website, <http://www.hias.org/career-and-internship-opportunities>

HIAS IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH ALL FEDERAL, STATE AND LOCAL EMPLOYMENT LAWS.